

Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: EUP Category:	Payroll Department Change Default Charging	
File Name:	H:\TRAINDOC\FOLIO\Payroll\Usermanual\3 Default Charging.doc	Release:	R/3 4.6C
Responsibility:	Agency Payroll Person or Accountant	Status:	Issued: 07/17/2002 Revised: 02/27/2003

Overview

Trigger:

The default charging for an employee needs to be changed.

Business Process Procedure Overview
<p>Employees are initially set up with default charging in the personnel system, Human Resource Enterprise (HRE). Default charging consists of fund, agency, org, and appropriation unit. This default is set up in HRE for newhires, rehires, and transfers. All other changes or additions to the default are entered in the payroll system.</p> <p>Changes to coding entered in the State of Utah accounting system, FINET, are updated Monday, Wednesday, and Friday night. Once the cycle has run to update the payroll system the coding can be entered.</p> <p>Default coding is a minimum of one line per employee. Additional coding blocks may be entered as long as each line has a percent greater than 0 assigned.</p> <p>Default coding is used for all of the hours that are not distributed or default from time entry. Default coding applies to all types of hours from time entry.</p>

Input – Required Fields	Field Value
Personnel number	This is the employee identification number (EIN) assigned to each employee. This number may be typed in directly or a search may be performed using a number of different criteria.
Start	This is the beginning date for the charging to be effective.
To	This is the ending date for the charging to be effective.
Org	Organization code that is required for the employee's payroll charges. It must be valid in FINET.
Appr Unit	Appropriation Unit that is required for the employee's payroll charges. It must be valid in FINET.
Percent	The percent of hours entered that are charged to this coding block. The total of all lines must be 100. Each line requires a percent greater than 0.

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Procedural Steps

1.1. Access this transaction using any of these three methods:

Via Menus	SAP Easy Access – User Menu > Time Entry Operator > Default cost distribution charging or SAP Easy Access – User Menu > Accountant > Default cost distribution charging
Via Transaction Code	ZHR_COST_DIST (Transaction codes may be displayed by clicking on Extras > Settings > Display technical names. Type in the transaction code in the command field and press enter to access that transaction.)
Via Favorites Menu	Personalized Menu – ZHR_COST_DIST Default Charging (Favorites are set up by each individual. Right click on the transaction name then select Add to Favorites.)

1.2 On the screen “Update the 9027 record for employee given”, in the Personnel Number field type the Employee Identification Number (EIN) of the employee. Click on the icon in the upper left area with the clock for execute or press the function key F8.

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Update the 9027 record for employee given

Program Edit Goto System Help

Execute F8

Selection for 9027 modification

Personnel Number

TS1 (1) (310) kate OVR 0.01

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1.3 Change the “Start” date to the beginning date the new coding is effective.

The start date should be the first date this coding block is effective. The start date determines when this coding block is used for the hours defaulted from the time entry screen.

1.4 The “To” date is the ending date for this coding block.

The end date may remain 12/31/9999. This means the coding block that is input is effective until a new entry is input.

If a coding block entry is for one pay period then use the start date of the pay period and the end date of the pay period. The coding block is then used only for that one pay period. The previous coding block entry is used after the pay period end date is processed.

1.5 Enter the Org. It is required and must be valid in FINET.

Different orgs may be entered on separate rows for one employee.

1.6 Enter the Appr Unit. It is required and must be valid in FINET.

Different appropriation units may be entered on separate rows for one employee.

1.7 Enter the Activity. It is optional and must be valid in FINET.

Different activity codes may be entered on separate rows for one employee.

1.8 Function is not being used at this time.

1.9 Enter the Report Cat. It is optional and must be valid in FINET.

Different reporting categories may be entered on separate rows for one employee.

1.10 Enter the Job. It is optional and must be valid in FINET.

Different Project/Job codes may be entered on separate rows for one employee.

1.11 Enter the Percent. It is required.

Each row must have a percent assigned that is greater than 0. The total of all rows must equal 100.

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